



# CITY OF LAGUNA NIGUEL

## EMPLOYMENT OPPORTUNITY

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### **ASSISTANT/ASSOCIATE PLANNER**

#### **FULL TIME, COMMUNITY DEVELOPMENT DEPARTMENT**

**FILING DEADLINE:**     **Apply Immediately, Open Until Filled. First Review: July 31, 2019**  
One current vacancy.  
**Associate Planner: \$6,636 - \$8,294 per month**  
**Assistant Planner: \$5,352 - \$6,690 per month**  
Plus excellent benefits.

Are you a planning professional who wants to make a difference in a remarkable community? Then consider joining the ranks of top-notch public employees who are helping shape the future of Laguna Niguel. Laguna Niguel is a premiere master-planned community located in south Orange County, just minutes away from California's beautiful beaches and pristine coastline. This is the chance to be part of making a remarkable community even better. The City and the Community Development Department invites qualified applications for this exciting career opportunity. **Applicants may apply for both positions if desired. Please indicate on your application which position(s) you are applying for.**

#### **EXAMPLES OF DUTIES:**

*Important responsibilities and duties may include, but are not limited to, the following:*

- Receive and review zoning and variance requests, development proposals, and applications for compliance with appropriate regulations and policies.
- Research, analyze, and interpret social, economic, population, and land use data and trends; prepare written reports on various planning matters and elements of the general plan.
- Compile information, make recommendations, and prepare planning reports on special studies pertaining to land use and community development.
- Research, prepare, and present reports and recommendations for a variety of commissions, committees, and councils; make public presentations and recommendations on various aspects of the planning services and activities.
- Research, verify, update and draft ordinances for review; collect, record, and summarize statistical and demographic information.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
- Compile information and assist in the preparation of site plans for private development and civic buildings; review commercial, industrial, and residential development plans for code compliance; process development permit applications.
- Answer questions and provide information to the public regarding zoning, land use, and the general plan; investigate planning-related complaints and recommend corrective action.
- Participate in coordinating City planning activities with outside departments.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Principles and practices of urban planning and development.
- Research methods and sources of information related to urban growth, development, and planning.
- Modern office methods, procedures, and computer equipment.

*In addition to the qualifications for Assistant Planner, Associate Planners must have knowledge of:*

- Applicable laws, codes, ordinances, and regulations including laws underlying general plans, zoning, and land divisions.
- General building and development practices as they relate to planning review.
- Site planning and architectural design.
- Computer systems in relation to planning functions.

### **Ability to:**

- Learn laws, codes, and ordinances underlying general plans, zoning, and land divisions.
- Analyze and compile technical and statistical information and prepare reports.
- Learn to participate in a variety of public meetings by making presentations and recommendations on various aspects of the planning program.
- Respond to public requests and inquiries.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

*In addition to the qualifications for Assistant Planner, Associate Planners must have the ability to:*

- Interpret planning and zoning programs to the general public.
- Independently investigate planning, zoning, and related problems.
- Perform professional planning work with minimum supervision.

## **EXPERIENCE AND TRAINING REQUIRED:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Assistant Planner**

- Some directly related municipal planning experience is desirable.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, or a related field.

### **Associate Planner**

- Two years of professional municipal planning experience.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, or a related field.

**HOW TO APPLY:**

A required City application form is found online at the City's website at [www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org). Applications must be filled out completely and must show that the minimum qualifications are met. Completed City applications and supplemental questionnaires should be submitted online, emailed to [Hresources@cityoflagunaniguel.org](mailto:Hresources@cityoflagunaniguel.org), or in person to Human Resources at City Hall (30111 Crown Valley Parkway, Laguna Niguel). Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

**SPECIAL NOTICE:**

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

**Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.**

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*30111 Crown Valley Parkway, Laguna Niguel, CA 92677*

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